

Formal Customer Complaint Escalation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally escalate my complaint regarding [briefly describe the issue]. Despite my previous attempts to resolve this matter on [insert dates of previous communication], I have not received an adequate response.

The details of my complaint are as follows:

- Issue: [Describe the issue]
- Date of Incident: [Insert Date]
- Reference Number: [Insert Reference Number]

Given the circumstances, I am kindly requesting a prompt resolution to my complaint. I believe that [suggest solution or compensation], and I look forward to your swift response.

Thank you for your attention to this matter. I hope to resolve this issue amicably and look forward to your immediate reply.

Sincerely,

[Your Name]